



**SENIOR MANAGEMENT ANALYST
FINANCE DEPARTMENT**

The City of San Antonio Finance Department is recruiting for a Senior Management Analyst who reports to the Director of Finance and is responsible for performing highly analytical work involving organizational analysis, operations research, information systems studies, and other related work reviewing policies, procedures, and departmental functions. In addition, prepares and monitors large departmental budgets, coordinates the data processing needs of a department and exercises supervision over administrative staff.

Essential job functions include, but are not limited to, the following: Plans and conducts organizational studies to improve the utilization of human and other organizational resources. Analyzes policies, practices, systems, procedures, workload standards, and organizational structures. Evaluates and recommends staffing levels to insure effective utilization of human resources. Consults with departments or divisions to improve productivity and delivery of services. Prepares and monitors annual budget for a large department. Prepares competitive recommendations aimed at seeking human resources and other organizational patterns. Develops City-wide or department-wide organizational functional responsibilities. Proposes future organizational configurations to meet the City or department's business strategic goals. Conducts surveys of other organizations to keep abreast of new technologies and municipal innovations. Prepares management reports and delivers presentations. Reviews formal literature on organizational planning to seek and apply new ideas. Assists computer users and provides software and hardware support. Performs related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of governmental accounting, Generally Accepted Accounting Principles and financial and accounting procedures; knowledge of automated financial systems; knowledge of principles and practices of budget preparation and administration, and knowledge of organization strategic planning principles. In addition, candidate must have the ability to analyze complex organizational structures and functional relationships, ability to conduct cost/benefit analysis studies of major organizational problems or opportunities, ability to apply statistical and other quantitative methods to organizational studies, ability to communicate clearly and effectively, both verbally and in writing and the ability to establish and maintain effective working relationships with City staff and the general public. This position requires that the successful candidate possess: a Bachelor's Degree from an accredited college or university with major coursework in Business, Public Administration or related field; five years of experience in organizational and human resources planning, including operations analysis preferably in municipal government, and a valid Class 'C' Texas Driver's License or ability to obtain a valid Class 'C' Texas Driver's License within thirty (30) days after becoming a resident of the state of Texas; and working knowledge of applicable federal, state and local laws and regulations. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background, and medical verification.

Salary is dependent on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Candidate information will be accepted until filed. Apply with cover letter, resume (detailing work and education history) with contact information to: City of San Antonio Finance Department, Attention: Reese Navarro, Human Resources Generalist, P.O. Box 630998, San Antonio, TX 78263. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Finance Department located at 604 Dolores, City Hall Annex, downtown San Antonio, or e-mailed to hrgeneralist@sanantonio.gov.

For additional information, contact Reese Navarro at (210) 207-4147.